



CONSTRUCTION FUNDS CONTROL AND DISBURSEMENT SERVICES

Construction Feasibility Analysis

The feasibility analysis provides a review of the various elements of the construction documents – plans, specifications, geotechnical report, and the construction contract for consistency. An independent cost analysis of the project is developed to ensure that there are sufficient funds to construct the project.

Our cost estimate will be compared to the Schedule of Values provided by the contractor to identify areas of insufficient funds or excess funds for each category of the work.

The analysis will verify that all the work shown in the plans is covered in the cost of construction and we will provide an opinion as to whether the project can be completed within the time provided in the construction contract.

Project Monitoring & Inspections

We are proud of our reputation as a provider of high quality construction management, funds control, and inspection services. Our clients benefit from dealing with a firm that has extensive networking and staffing capabilities with professional personnel with significant construction experience.

The Tetra Tech, Inc. inspector will conduct a site visit with each month's application for payment to assess that the construction progress is consistent with the funds requested.

The inspector will discuss progress of the project with the contractor, obtain copies of permits, verify materials stored, and take photographs of the construction progress, and will prepare a comprehensive monthly inspection report.

Construction Funds Disbursement

Tetra Tech, Inc. coordinates the up front activities with the lender, owner, and the contractor in a pre-construction meeting initiated by the lender to explain the disbursement process, preparation of

the vouchers, inspection procedures, and answer any questions.

Upon receipt of a draw request, the summary spreadsheets will be updated to include the current disbursement amount, retention, budget changes and/or reallocation of funds. Tetra Tech, Inc. ascertains that the proper paperwork is submitted which includes, but is not limited to, the vouchers, foundation endorsement, building permits, tax identification numbers, invoices, conditional releases and subcontracts. Upon verification of the amounts requested from the inspection report, the draw with accompanying backup is forwarded for funding. Checks are issued with unconditional lien releases attached. Tetra Tech, Inc. monitors the return of all lien releases before the next draw is processed.

When the project is completed Tetra Tech, Inc. will obtain a Certificate of Occupancy and a recorded Notice of Completion.

Our staff will prepare all the appropriate records required by the Internal Revenue Service for 1099-MISC filing as well as keeping accurate records of deposits and withdrawals from the account established for disbursements.